

DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

19 June 2017

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #17-095

****INDEFINITE****

POSITION: Command & Control Specialist (D1491000) (GS-2101-07/09) EXCEPTED POSITION

LOCATION: 101st Air Refueling Wing, Bangor, Maine

SALARY RANGE:

\$40,684 to \$52,893 per annum **GS-07**

\$49,765 to \$64,697 per annum **GS-09**

CLOSING DATE: 19 July 2017

AREA OF CONSIDERATION:

AREA I: All permanent and indefinite enlisted (**E-6 & Below**) Technicians in the Maine Air National Guard. Please note, that if selected, member will have to take an administrative reduction to the grade of E5 before being appointed.

AREA II: All enlisted (**E-6 & Below**) members of the Maine Air National Guard, to include AGR personnel. Please note, that if selected, member will have to take an administrative reduction to the grade of E5 before being appointed.

PERMANENT CHANGE OF STATION: PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

DUTIES: See attached duties and responsibilities.

QUALIFICATIONS: This position may be filled at the GS-07 or GS-09 grade. If filled at the GS-07 grade, the individual selected may be promoted to the next higher grade without further competition when it has been determined that the individual meets the qualifications required for promotion to the higher grade.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must show how they meet the General and Specialized Experience and other requirements listed below; otherwise, the applicant may lose consideration for this job.

QUALIFICATION REQUIREMENTS: Each applicant must show that they meet the General Experience, Specialized Experience, and Selective Placement Factors listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Experience, education, or training which has provided the applicant with a knowledge and understanding of an Air Refueling Wing Command Post. Must be skilled in dealing with others in person-to-person work relationships.

SPECIALIZED EXPERIENCE: For the GS-07 level must have twelve (12) months experience, education, or training in working with directives and regulations governing transportation of personnel, cargo or freight. Knowledge of freight rating, classification of carrier's agreement, and contracts for the transportation of personnel, cargo or freight. Experience which includes planning, organizing, and coordinating work, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

GS-07

1. Knowledge of command and control concepts and procedures.
2. Ability to dispatch and follow aircraft to include the filing of flight plans, coordinating transient aircraft activity, and rescheduling missions.
3. Knowledge of command and control communications equipment.
4. Ability to coordinate internal and external activities related to command and control.
5. Ability to learn Emergency Action Procedures (EAP) through training and development.
6. Ability to communicate both orally and in writing.

GS-09

For the GS-09 level must have twenty-four (24) months experience, education, or training in arranging or procuring transportation for personnel, cargo or freight. Experience in pre and post auditing of freight bills, bills of lading, and personnel transportation vouchers. Experience coordinating and negotiating with organizations/personnel both orally and in writing to resolve differences/problems.

1. Knowledge of and skill in applying an extensive body of Air National Guard (ANG), Air Mobility Command (AMC), and United States Strategic Command (USSTRATCOM) Command Post (CP) regulations, methods, and procedures.
2. Ability to transmit instructions to aircrews and support assets to coordinate launch, recall, execute, flight follow, and terminate missions in support of operational events.
3. Knowledge of both domestic and international flight planning.
4. Ability to utilize numerous voice and record communications systems.
5. Ability to copy, decode, and relay Emergency Action Messages (EAM) to the alert force and appropriate agencies. If encoded, the controller must have complete knowledge and ability in Communications Security (COMSEC) documents to decode the EAM.
6. Ability to use considerable judgment and expertise in response to a variety of situations received simultaneously and to determine the appropriate resolution.
7. Ability to provide a variety of briefings to aircrews concerning safety of flight issues such as Notice to Airmen (NOTAMS), airfield advisories, weather, etc.

COMPATIBILITY CRITERIA: **AFSC:** 1C3XX **NOTE:** If you do not possess the compatible AFSC, you will not be disqualified from being considered. Selected applicant must be prepared to attend the appropriate school.

MILITARY ASSIGNMENT: 1CXXX

PLEASE NOTE: Position may be converted to permanent at a future time with no further competition.

INCENTIVE PROGRAM: Non-Technician Maine Air National Guard personnel who are participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped when employed as a permanent military Technician.

HOW TO APPLY: Detailed instructions are contained in an Instruction Guide titled "Technician Vacancy Announcement Guide" which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician

performance appraisals, and personal photos unless specifically requested in the TPVA". Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: ng.me.mearng.list.hro-applications@mail.mil.

APPOINTMENT: Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors/Commanders please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6011/COM (207) 430-6011 FAX: DSN 626-4246/COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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Megan M. Delaney
SPC, MEARNG
Human Resources Assistant

D1491000

INTRODUCTION:

This position is located in the Wing Command Post (Command and Control Section) of a KJC-135 Air Refueling Wing. The unit supports wing aerial refueling missions involving USAF, AFRES, and ANG flying units involving numerous types of military and military training missions. The types of missions and aircraft supported include every type and variety of air refuelable aircraft in the Air Force inventory, including fighters, heavy aircraft, and tactical bombers. This position plays an integral part in mission scheduling, mission planning, involving aircraft and aircrews, as well as contact with aircraft during the mission. This position carries out essential duties of the wing on a 24/7 basis as the Wing Command Post, monitoring and carrying out duties involved with base wide security, emergency aircrew recall, the base Crisis Reaction Team, and similar duties critical to the conduct of the mission assigned to the wing.

DUTIES AND RESPONSIBILITIES:

1. Transmits instructions to aircrews and support assets to coordinate launch, recall, execution, and terminating missions in support of operational events. Maintains certification in the Emergency Action Procedures (EAP) of the Joint Chiefs of Staff (JCS), Unified Commands, Air Mobility Command (AMC), United States Strategic Command (USSTRATCOM), and National Guard Bureau (NGB). Learn and retain for instant recall and reference, a considerable body of knowledge related to EAP. In a minimum of time and without error, controllers must be able to copy, decode, validate, process and relay the message to appropriate personnel and complete checklist actions in response to any tasking received from HHQ. Establishes priority of actions based on a variety of situations, and uses judgement to resolve multiple tasking received simultaneously. Controls movement and status of the alert force, and coordinates alert force requirements with key base agencies such as Federal Aviation Administration (FAA) tower, Central Security Control (CSC), Maintenance Operations Center (MOC), and Fire Department. Serves as the key point of contact on all matters concerning crews, aircraft, the alert facility, Crisis Action Team (CAT), and the Command Post. Provides a variety of briefings to the CAT and the alert force. Responds to numerous quick response situations initiating Quick Reaction Checklists (QRCs). Executes and supports all aspects of Tanker Strategic Aircraft Reconstitution Team (TSART) procedures. Utilizes a variety of communications security (COMSEC) documents in accomplishing the mission. Utilizes numerous voice and record communications systems as the primary link between the Wing Commander, CAT and HHQ to accomplish command and control duties and responsibilities. Advises the commander of recommended command and control actions during operational events. Accomplishes recall of the CAT and wing personnel as directed by the commander or HHQ.

2. Gathers information for Operational Reporting (OPREP) regarding significant events or incidents involving personnel and wing assets that require reporting to HHQ, Contingency Operations, significant peacetime events, and state emergency situations. Advises the commander on reporting requirements.

Categorizes events to determine the level of notification required. Prepares, determines classification and precedence, numbers, records, and releases reports via voice and record copy. Evaluates and interprets situations which would require multiple reports to be submitted on events that are on going. Reviews and updates information in required MAJCOM databases to reflect status of aircraft and crews. Convenes voice reporting conferences and determines who should be included in said conferences. Responsible for submission of OPREP reports for wing agencies and tenant units. Incumbents maintain certification in this area.

3. Dictates which methodology and systems are to be used in tracking diverse aircraft mission movement. Selects and submits numerous mission movement reports in support of wing and HHQ tasking. Data provided by the controller must be properly formatted and error free to interface with HHQ flight management systems. Interprets and coordinates mission changes with on base and HHQ. Evaluates and interprets mission changes which would require multiple reports to be submitted. Coordinates high priority missions with the CAT and HHQ. Coordinates on base support for wing and transient aircraft as a result of mission movement reports. Provides information to aircrews concerning clearances to operate aircraft, weather and field conditions, divert airfield status, and pertinent operating and procedural instructions. Controls the movement of aircraft on the unit's ramp. Alerts aircrews to meet mission requirements in response to HHQ tasking. Receives arrival and departure messages making queries concerning overdue aircraft and notifying the appropriate authorities. Monitors primary crash phone system, and activates and transmits emergency information on secondary crash circuits as required. Incumbents maintain certification in this area.

4. Submits flight plans and coordinates changes to FAA via Aeronautical Information System (AIS) or voice systems to support flying (mission) operations. Must have extensive knowledge concerning both domestic and international flight planning. Prior to submission of flight data, will review and evaluate proposed flight plan for technical accuracy and compliance with appropriate directives. Provide a variety of briefings to aircrews concerning safety of flight issues such as Notice to Airmen (NOTAMS), airfield advisories, weather, etc.

5. Performs other related duties as assigned.